



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: July 15, 2009

TO: Local Education Agency (LEA) – Please route to individuals approving the Iowa Eligibility Applications for school meals

FROM: Julia Thorius, Chief
Bureau of Nutrition, Health and Transportation Services

SUBJECT: Sharing of Household Information with the *hawk-i*/Medicaid Program

Requirement

Public Local Education Agencies (LEAs) **are required** by Iowa Administrative Code to release to the Department of Human Services Healthy and Well Kids in Iowa (*hawk-i*/Medicaid Program) household information for the students eligible for free or reduced price meal benefits who have expressed interest in learning about *hawk-i*. Non-public LEAs are encouraged but not required to release household information.

Iowa Administrative Code

283A.2 School lunch and breakfast programs.

Each school district that operates or provides for a school breakfast or lunch program shall provide for the forwarding of information from the applications for the school breakfast or lunch program, for which federal funding is provided, to identify children for enrollment in the medical assistance program pursuant to chapter 249A or the healthy and well kids in Iowa program pursuant to chapter 514I to the department of human services.

Background

Iowa schools serve thousands of low-income children in school lunch and breakfast programs and can play a vital role in outreach for Medicaid and *hawk-i* (Iowa's State Children's Health Insurance Program). Iowa's uninsured population continues to grow, as is the nation's, due to layoffs and increasing health insurance premiums.

More children may be eligible for publicly funded health insurance programs than thought; even a working family of four earning up to **\$66,150.00** may qualify for *hawk-i*. Clearly, health insurance is an important issue that affects many of your students and their families. The *hawk-i* program will mail *hawk-i* applications to the households that have requested a contact.

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www.iowa.gov/educate

Helping Communities Meet the Learning Needs of All Their Children and Adults

Contract

A copy of the contract between the Department of Human Services (DHS) and the Department of Education (DE) **will be posted on the Form Download section of CNP 2000**. The DE, acting on behalf of participating LEAs, enters into the contract with DHS. You will find signatures from DHS and DE and a place for the LEA to sign. The **LEA must download a copy, review and sign the contract**. Signing the contract exercises your authority to disclose the eligibility information as authorized. The contract between the DHS and the DE will be in effect beginning July 2009. **The signed contract and a copy of the list released to *hawk-i* must be on file with the LEA's approved Iowa Eligibility Applications**. These materials must be on file for three years following the close of the current year or until any audits are resolved. The LEA **may not release the names of any parents/guardians who HAVE signed the *hawk-i* section of the Iowa Eligibility Application or Direct Certification Eligibility notice requesting that their information not be released**.

Procedures and Timeline

Reporting the names of parents/guardians who have requested an application is done in an on-line process at <http://www.hawk-i.org/freelunch>.

LEAs may complete the on-line process by either

- Entering the required information in the Excel spreadsheet available on the website and uploading the spreadsheet or
- Compiling a file from the school meals point of sale (POS) system or the student information system (SIS) and uploading the file. The file must be in either tab delimited or comma delimited format. **In general, LEAs must format a user-identified field in either the POS or SIS system to develop the file.** All major vendors of SIS systems and several vendors of POS systems have been advised of this option. Please contact your LEA's vendor directly for technical assistance.

Public LEAs with no names to report must file a report with no names.

NOTE: EXCEL SPREADSHEETS OR FILES UPLOADED TO THE WEBSITE MUST BE IN MICROSOFT 2003 VERSION. THE EXTENSION ON THE FILES MUST BE .csvs OR .txt OR .xls.

The timeline is summarized below:

- **August 1, 2009**
 - The *hawk-i* website is live.
 - LEAs will identify the households with students eligible for free or reduced price meals that expressed an interest in *hawk-i* BY NOT SIGNING THE WAIVER FORM.
 - LEAs may begin to upload information for the identified households using the procedures noted above.

- **November 30, 2009**
 - **Complete upload on or before this date. The website will not be available after this date.**

Account Number and Password

The account number required to access the reporting site is an 8 digit number. For PUBLIC LEAs, the account number is the four digit district number followed by 4 zeros (example: 99990000). For NON-PUBLIC LEAs, the account number is the 8 digit school meals agreement number (example: 99998888). The initial password will be **bluebird\$**. There will be prompts to change this password on the first log in.

Outreach

A poster is attached to help inform households about ***hawk-i***. Please print the poster and display it where parents can see it.

Assistance

For assistance with your POS or SIS systems, contact your vendor representatives.

For assistance with submission of files or problems with accessing the website contact the ***hawk-i*** database manager at 1-800-257-8563.

For questions about the ***hawk-i*** program, including other ways to apply and qualifications, please check the website at http://www.hawk-i.org/en_US/index.html.

For program related assistance contact your designated consultant or Nancy Christensen at nancy.christensen@iowa.gov or 515-281-5663.

No information, lists of interested parents/guardians or copies of the contract should be sent to the Department of Education, Bureau of Nutrition, Health and Transportation Services.